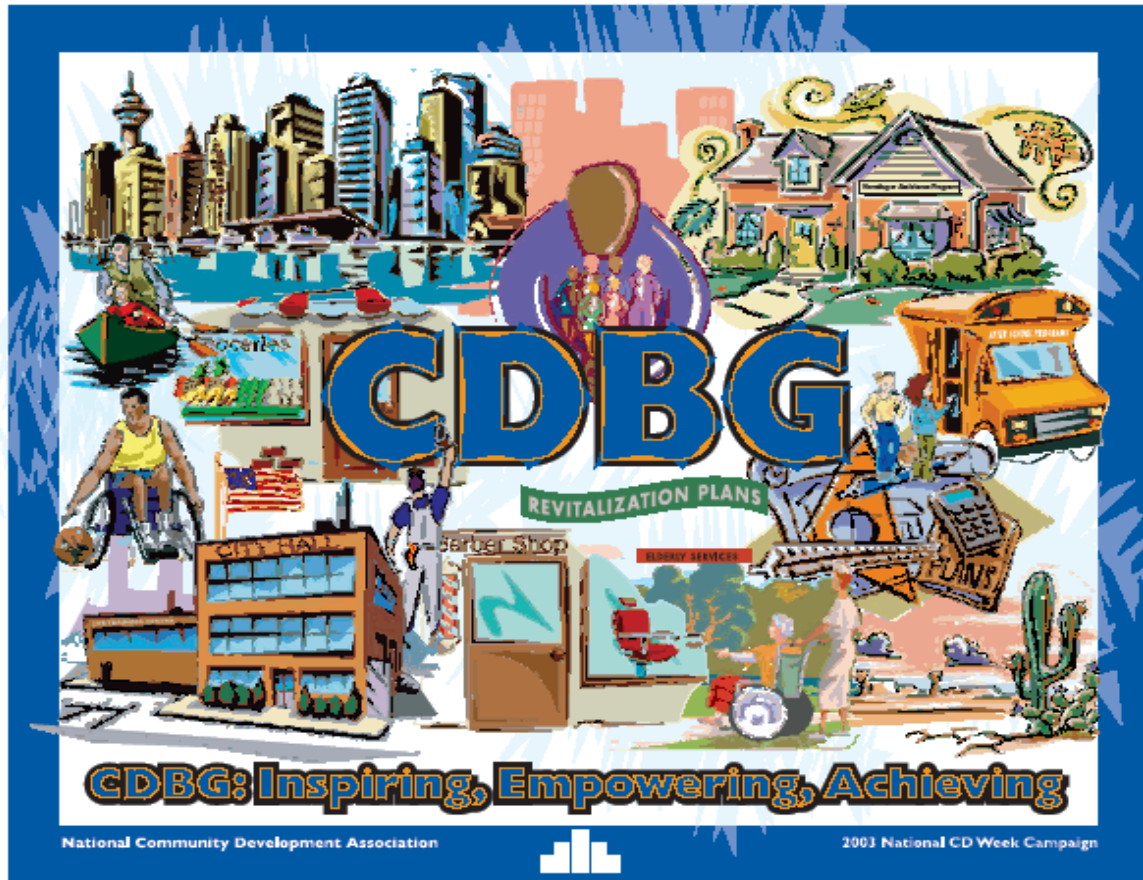


**CONSOLIDATED REQUEST FOR PROPOSALS (RFP)**  
**2008-2009**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**HOME INVESTMENT PARTNERSHIPS (HOME)**  
**AND**  
**EMERGENCY SHELTER GRANT (ESG) PROGRAMS**  
**(DUE DATE: MARCH 7, 2008)**



**Department of Building and Housing Development**  
**The Rev. Dr. Martin Luther King Jr.**  
**City Government Center – Suite 206**  
**10 North Second Street**  
**Harrisburg, PA 17101**

**STEPHEN R. REED**  
**MAYOR**

**HARRISBURG CITY COUNCIL**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)  
AND  
EMERGENCY SHELTER GRANT (ESG)**

**CONSOLIDATED REQUEST FOR PROPOSALS (RFP)  
2008 – 2009**

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**CITY OF HARRISBURG  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
HOME INVESTMENT PARTNERSHIPS PROGRAM  
AND  
EMERGENCY SHELTER GRANT (ESG)  
CONSOLIDATED REQUEST FOR PROPOSALS (RFP)**

**I. TIMELINE OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
♦ Request for Proposals available	January 25, 2008
<b><u>Pre-Proposal Workshop</u></b>	
♦ U. M. Neighborhood Center 1801 North 3 <sup>rd</sup> Street Harrisburg, PA	February 6, 2008 10:00 a.m.
<b><u>Public Meeting</u></b>	
♦ YMCA 2135 N. 6 <sup>th</sup> Street Harrisburg, PA	February 12, 2008 5:30 p.m.
♦ Derry Street United Methodist Church 1508 Derry Street Harrisburg, PA	February 20, 2008 5:30 p.m.
<b><u>Due Date of Proposals</u></b>	
♦ March 7, 2008	
Three (3) copies of completed Proposals due by 5:00 p.m. to: Kathy Possinger Deputy Director for Housing Department of Building and Housing Development Rev. Dr. Martin Luther King, Jr., City Government Center 10 North Second Street - Suite 206 Harrisburg, PA 17101	
♦ April 30, 2008 - Proposed Consolidated Annual Action Plan published in Harrisburg City Calendar.	
♦ (To be scheduled) City Council Committee Public Hearing on proposed Consolidated Annual Action Plan	
♦ October 1, 2008 - Funds available (subject to Contract negotiations)	

## **I. INTRODUCTION**

The City of Harrisburg receives an annual entitlement from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant Program (CDBG), HOME Investment Partnership Program (HOME) and Emergency Shelter Grant Program (ESG). Each program has unique qualities that enable the City of Harrisburg to address different needs within the community. The City makes funding available to produce affordable housing units; increase neighborhood stability through homeownership; stabilize property values by ensuring all owners maintain their property in a decent, safe and sanitary conditions and assist individuals and families who are homeless to move toward independent living and to prevent homelessness.

## **II. PROGRAM INFORMATION AND OBJECTIVES**

### **A. THE CDBG PROGRAM**

The Housing and Community Development Act of 1974 as amended provides for the establishment of the Community Development Block Grant (CDBG) Program administered by the U.S. Department of Housing and Urban Development. The primary objective CDBG is to develop viable urban communities by providing decent housing, suitable living environments and by expanding economic opportunities, principally for low and moderate income persons.

#### **NATIONAL OBJECTIVES**

The primary objective of the CDBG program is to benefit low and moderate income persons who earn at or below 80% of the area median income and/or reside in census tracts with at least 51% low and moderate-income levels. Without exception, all CDBG program activities must meet one of the national objectives listed below. Priority will be given to those applications that meet the first national objective listed below.

1. Benefit low and moderate income persons who earn at or below 80% of the median income
2. Aid in the prevention or elimination of slum or blight
3. Meet urgent community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community and other financial resources are not available to meet such needs. (Note: This category is used in limited situations).

#### **LOCAL OBJECTIVES**

The City of Harrisburg utilizes CDBG funding to accomplish the following goals to benefit Harrisburg's citizens: increase city resident population, promote livable neighborhoods and increase the general tax-base. Closely review the enclosed checklist for the required information.

In all types of activities, preference will be given to proposals that:

1. Improve Harrisburg's Capital Corridors, Market, State, Derry, Mulberry, 13<sup>th</sup>, 17<sup>th</sup>, 6<sup>th</sup> and 3<sup>rd</sup> Streets.
2. Identify properties with clear title where the developer or project sponsor has property control, generate tax revenue for the City, County, and School District, and
3. Applicants who have made satisfactory progress in expending previous CDBG/HOME funds.

All activities must be consistent with the City of Harrisburg's Consolidated Plan and neighborhood plans.

Requests for Public Services, or other activities not discussed above, will receive a lower priority. Given a recurrence of the competition for funds in recent years, low priority proposals will receive little to no funding. However, DBHD staff will work with agencies to identify alternative, available grant sources for such proposals.

## **B. THE HOME INVESTMENT PARTNERSHIPS PROGRAM**

The HOME program was created under the National Affordable Housing Act of 1990 to support efforts to increase the supply of decent, safe and affordable housing for low and very low income persons. The HOME program encourages partnerships between participating jurisdictions (PJs) and private and non-profit organizations to accomplish this objective. Participating jurisdictions are required to provide a match to the federal HOME allocation. This match responsibility is shared with the developer receiving HOME funds.

### **NATIONAL OBJECTIVES**

1. To expand the supply of decent, safe, sanitary, and affordable housing for low and very low income persons.
2. Strengthen the abilities of state and local governments to provide housing.

### **LOCAL OBJECTIVES**

The City of Harrisburg will use its HOME funds to expand its capacity to improve housing conditions along Harrisburg's major streets identified as the Capital Corridors Program including North 3rd, North 6th, State, Market, Derry, 13th and 17th Streets. HOME funds will also be utilized to assist low income owner occupants throughout the City in the completion of basic home repairs. Activities must be consistent with and supportive of the Consolidated Plan and neighborhood plans.

## **C. THE EMERGENCY SHELTER GRANT**

The Emergency Shelter Grant (ESG) is funded under the Stewart B. McKinney Homeless Assistance Act of 1988. ESG funds are designed to help improve the quality of existing emergency shelters and meet the operational cost along with providing essential social services to the homeless.

#### **NATIONAL OBJECTIVE:**

The program is designed to be the first step in a continuum of assistance to enable individuals and families who are homeless to move toward independent living as well as to prevent homelessness.

#### **LOCAL OBJECTIVE:**

The highest priority is rehabilitation of existing shelters, particularly for American Disability Act compliance. The second priority is to sustain previously assisted services.

Eligible entities must demonstrate participation with local Continuum of Care Organization (i.e. Capital Area Coalition on Homelessness (CACH) and consistency with the goals of the "10-year blueprint"

#### **D. \_ELIGIBILITY REQUIREMENTS:**

*Applications will not be considered for funding without the following information:*

- Incorporated as a non-profit entity.
- Demonstrate tax-exempt 501(c)(3) status with the U.S. Treasury). Agencies that do not have a 501 (c)(3) tax exempt status at the time of submission of this application **will not be considered for funding.**
- Proof of match.
- Provide required information including but not limited to a comprehensive agency audit, client data and if a current recipient of the ESG, quantifiable increase in the level of services.

All projects demonstrate consistency/compliance with the City of Harrisburg's Consolidated Plan, the City/County of Dauphin's Continuum of Care, current zoning ordinances, regulations and neighborhood plans.

#### **INCOME GUIDELINES**

The following guidelines are representative income limits by household size and maximum annual income as determined by HUD for assistance under the Community Development Block Grant Program. The numbers below are expected to be updated in March 2008, and will be used to determine low/moderate-income status during the 2007-2008 program year.

**Low-Median Household Income Determination Updated March 2007**

<b>Family Size</b>	<b>0 – 30% MFI</b> Annual Family Income	<b>31% - 50% MFI</b> Annual Family Income	<b>51% - 60% MFI</b> Annual Family Income	<b>61% - 80% MFI</b> Annual Family Income	<b>Over 80% MFI</b> Annual Family
1	\$13,800 or less	\$13,801 - \$22,950	\$22,951 - \$27,600	\$27,601 - \$36,750	over \$36,750
2	\$15,750 or less	\$15,751 - \$26,250	\$26,251 - \$31,500	\$31,501 - \$42,000	over \$42,000
3	\$17,750 or less	\$17,751 - \$29,500	\$29,501 - \$35,500	\$35,501 - \$47,250	over \$47,250
4	\$19,700 or less	\$19,701 - \$32,800	\$32,801 - \$39,400	\$39,401 - \$52,500	over \$52,500
5	\$21,300 or less	\$21,301 - \$35,400	\$35,401 - \$42,600	\$42,601 - \$56,700	over \$56,700
6	\$22,850 or less	\$22,851 - \$38,050	\$38,051 - \$45,700	\$45,701 - \$60,900	over \$60,900
7	\$24,450 or less	\$24,451 - \$40,650	\$40,651 - \$48,900	\$48,901 - \$65,100	over \$65,100
8	\$26,000 or less	\$26,001 - \$43,300	\$43,301 - \$52,000	\$52,001 - \$69,300	over \$69,300

### III. Standard Required Documents (Checklist)

The following documents, if applicable, must be attached.

#### 1. Narrative

- ☐ Applicant Information
- ☐ Project Summary
- ☐ Strategic Plan and relationship to proposed project
- ☐ Project Budget (Please use form attached)
- ☐ Additional Project funding sources

#### 2. Standard Documents

- ☐ **The Federal IRS 501(c)(3) designation** must be verified by providing documentation including the date of incorporation, corporate IRS number.
- ☐ **Articles of Incorporation/Bylaws** - These documents are recognized by the State Corporation Bureau as formally establishing a private corporation, business or agency.
- ☐ **Non-profit Determination** - Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service.
- ☐ **List of the Current Board of Directors** - The current board of directors or other governing body of agency. Include name, telephone number, address, occupation or affiliation of each member, and identify principal officers of the governing body.
- ☐ **Board of Director's authorization to Request Funds** - Documentation of the governing body's authorization to submit the funding requests. This requires a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.
- ☐ **Board of Director's authorized Individual** - Documentation of the governing body's designation of a representative of the agency authorized to negotiate for and contractually bind the agency. This requires a resolution of the governing body providing name, title, address and telephone number of each authorized individual.
- ☐ **Organizational Chart** - Provide an organizational chart which describes the agency's administrative framework and staff positions and which identifies any staff positions of shared responsibility.
- ☐ **Organization's Mission Statement and Strategic Plan**
- ☐ **Schedule of Fees for Service**
- ☐ **Resume of the Chief Program Administrator**
- ☐ **Resume of the Chief Fiscal Officer**



- ☐ **Financial Statement and Audit Requirements** - A copy of organization's most recent agency audit completed in accordance with Government Auditing Standards (the "Yellow Book") and OMB Circular A-133, "Audits of Institutions of Higher Education and Other Non-Profit Institutions". A copy of OMB Circular A-133 is available from DBHD. The audit must be performed by an independent CPA.
- ☐ **Comprehensive Operating Budget** - The agency's current comprehensive operating budget including all funds, itemizing revenues and expenses. Identify commitments for ongoing funding. Pending funding applications should be listed separately. Describe the agency's fiscal management, financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.
- ☐ **Insurance/Bond/Worker's Compensation** - State whether or not the agency has liability insurance coverage, in what amount, and the name of the insuring agency. List payments of payroll taxes and Worker's Compensation required by Federal and State law. State whether or not the organization has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency.
- ☐ **Conflict of Interest Statement** - (form attached)  
Responsible staff and directors of agencies seeking funds, and their immediate families and business associates, can not receive any financial interest or benefit in funded activities.

## 2008-2009

### IV. Applicant Information Form

Complete and submit three (3) copies of application and attachments. *Faxed applications are not acceptable.*

Please check appropriate proposal resource:

HOME _____	CDBG _____	HOME/CHDO* _____	ESG _____
PROJECT FUNDING REQUESTED \$ _____			
Organization Name:			
Project Name:			
Project Address/Location			
Contact Name/Title:			
Address:			
Telephone #:		Fax #:	
Email Address:		Website:	
Employer Identification Number (EIN #)			
Number of Persons or Households to be Served _____			
Other Expected Outcomes:			
How does the proposed project address the City's Consolidated Plan and/or activity priorities?			

Balance of any unspent CDBG/HOME funds currently set-aside or committed \$ \_\_\_\_\_

Explanation for unspent funds:

\_\_\_\_\_  
\_\_\_\_\_

\* HOME/CHDO – must provide separate CHDO Certification Requirements

## **V. Proposed Project**

### **A. Applicant Information**

**Background** - Describe the services provided by the organization, capabilities for carrying out the project, previous experience in administering CDBG, HOME, ESG or other Federal funding, the number and type of clients to be served. If the project involves rehabilitation, describe past experience in rehabilitation. Identify the overall purpose of the project and how it addresses one or more program priorities.

**Personnel**, if applicable - Briefly identify program staffing for the proposed project, current employees and/or new hires, and identify volunteers (if any) to be utilized in any capacity of the project. State whether or not the organization has a personnel policy manual with an affirmative action plan and grievance procedure.

**Community Service** - Include information about the organization's involvement with the City's Adopt-A-Block, Adopt-A-Lot, United Way's Day of Caring or other civic programs taking place in the City.

### **B. Project Summary**

#### **PURPOSE**

Include the need or problem to be addressed in relation to the City's Consolidated Plan, EC Strategy, and Capitol Corridors. If the proposal is requesting ESG funds, describe the agency's involvement in the Continuum of Care consistency with the 10 Year Blueprint.

If the agency is applying for ESG and states that it provides or participates with other agencies in a continuum of care, the proposal narrative must include a description of:

- the assessment effort which identifies and provides the housing need;
- the coordination or provision of services which meet the social services needs; and
- how and when individual or family is able to move onto permanent or supportive housing.

#### **PROPOSED NEED**

Describe the work to be performed, including the activities to be undertaken or the services to be provided, the method of approach, and the implementation schedule.

ESG Proposals from agencies previously receiving City ESG funds must include a description of how essential services will be quantifiably increased.

#### **RESOURCE LEVERAGING**

Attach the proposed project budget, specifying line item costs and other sources of funding sought and secured. Use the attached forms.

## **REHAB**

If the organization is interested in rehabilitating houses to provide housing opportunities it must identify specific addresses and the following must be provided:

- a. Specifications for the work to be done.
- b. Comprehensive budget for the rehab of each property. This budget must include cost estimates for all items involved with the rehab including the supervision of employees, fees for licenses, experienced contractors for mechanical items, building permits, mechanics liens, the breakdown for Workers Compensation and other benefits, etc.
- c. A construction time schedule.
- d. If the organization plans on using construction work trainees who may have other program requirements, i.e. GED training, a schedule must be provided which outlines the amount of time the trainees will spend on the construction site, in training, and meeting their educational or other program requirements.

## **PROJECT IMPLEMENTATION**

The organization's strategic plan and its relationship to proposed project. Briefly explain how the proposed project supports implementation of the agency's strategic plan.

All applications submitted must include a copy of the agency strategic plan.

Project Budget. An electronic version is available on request (Please use form attached)

Additional project funding sources (see form attached). Identify status of other funding sources.

**NOTE:** Attached you will find two project budgets, (ESG) and (CDBG/HOME), make sure you use the appropriate forms for your funding sources.

**CITY OF HARRISBURG**  
**Community Development Block Grant (CDBG) Program**  
**Home Investment Partnerships (HOME) Program**

PROJECT BUDGET FOR \_\_\_\_\_ AGENCY

Contract Agreement Period \_\_\_\_\_

**CDBG**

☐

**HOME**

☐

**Project Budget Summary**

Cost Category	A. Project Cost (A)=(B)+(C)	B. Funds Requested	C. Other Resources
<b>PERSONNEL</b>			
Consultants/Professional Services	\$	\$	\$
<b>Sub-Total</b>	\$	\$	\$
<b>OPERATIONS</b>			
Travel			
Telephone			
Utilities			
Space (Rent or Mortgage Payment)			
Postage			
Consumable Supplies			
Insurance			
Rental, Lease or Purchase Of Equipment			
Printing			
Training & Development			
<b>Sub-Total</b>	\$	\$	\$
Property Acquisition			
Construction Tools/Supplies			
Project Sign			
Land Improvements			
Construction Contracts			
Professional Development Services			
Property Carrying Costs			
Other			
<b>Sub-Total</b>	\$	\$	\$
<b>ADMINISTRATION</b>			
Personnel			
Indirect Costs			
Audit ***			
<b>Sub-Total</b>	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$

\*\*\* Audits of federal funds are required per OMB Circular A-133, however, agency must fund all audit costs.

\* Definition of Cost Category Items

Property Acquisition - The cost incident to the acquiring of land and structures (and the cost of demolition if necessary).

Construction - The cost of construction, rehabilitation and alteration. Construction costs in excess of \$2,000 require the use of Davis-Bacon wage rates.

<b>2. Project Budget Justification</b>
--

**Description of items in cost categories and basis for valuation.** Describe each item in sufficient detail to ensure that it is adequately identified and indicate the basis for determining or computing its value. For example: Office space rental for two professionals, 150 square feet at \$9.00 per square foot including utilities and janitorial services. Personnel costs should be justified in Section 3.

Value of Items

[illegible]

### 3. Personnel Justification

a. Number Of Persons	b. Position or Title	c. Average Monthly Salary	d. Percent of time on undertaking	e. Months to be employed	f. cost (c x d x e)

<b>Subtotal Personnel</b>	<b>\$</b>
<b>Fringe Benefits (Indicate Percent Basis for Estimate): _____%</b>	<b>\$</b>
<b>Total Personnel</b>	<b>\$</b>

#### 4. Additional Project Funding Sources

### Non-CDBG, Non-HOME

**Identify the amount and source of non-CDBG non-HOME funds utilized to cover the 20% match for CDBG and 25% match for HOME along with the estimated Total Project Cost indicated at the bottom of Column A of Project Budget Summary. Include volunteer labor and contributed material or services.**

[illegible]

**City of Harrisburg**  
**EMERGENCY SHELTER GRANT (ESG) BUDGET SUMMARY**  
**NOTE: ESG funds require a 100% Match**

PROJECT BUDGET FOR \_\_\_\_\_ AGENCY

Contract Agreement Period \_\_\_\_\_

<b>Eligible Activities/Expenses</b>	<b>Project Cost</b>	<b>Funds Requested</b>	<b>Other Resources</b>
<b>ESSENTIAL SERVICES (30% cap)</b>			
Personnel	\$	\$	\$
Consultants/Professional Serv.	\$	\$	\$
<b>Sub-Total Essential Services</b>	\$	\$	\$
<b>OPERATIONS (10% cap only on staff salaries, including fringe benefits).</b>			
Audit			
Travel			
Telephone			
Utilities			
Space (Rent or Mortgage Payment)			
Postage			
Consumable Supplies			
Insurance			
Rental, Lease or Purchase of Equipment			
Printing			
Training & Development			
Other			
<b>Sub-Total Operations</b>	\$	\$	\$
<b>REHABILITATION</b>			
Construction Tools/Supplies			
Project Sign			
Construction Contracts			
Professional Development Services			
Other			
<b>Sub-Total Rehab</b>	\$	\$	\$
<b>ADMINISTRATION (5% cap) – for local governments only</b>			
Personnel			
Indirect Costs			
<b>Sub-Total Administration</b>	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$

\*\*\*AUDITS of federal funds are required per OMB Circular A-133, however, agency must fund all audit costs.

\*Definition of Cost Category Items

Property Acquisition – The cost incident to the acquiring of land and structures (and the cost of demolition if necessary).

Construction - The cost of construction, rehabilitation and alteration. Construction costs in excess of \$2,000 require the use of Davis-Bacon wage rates.



## 2. Project Budget Justification

**Description of items in cost categories and basis for valuation. Describe each item in sufficient detail to ensure that it is adequately identified and indicate the basis for determining or computing its value. For example: Office space rental for two professionals, 150 square feet at \$9.00 per square foot including utilities and janitorial services. Personnel costs should be justified in Section 3.**

[illegible]

<b>3. Personnel Justification</b>
-----------------------------------

Number Of Persons	Position or Title	Average Monthly Salary	Percent of time on undertaking	Months to be employed	Cost

<b>Subtotal Personnel</b>	<b>\$</b>
<b>Fringe Benefits (Indicate Percent Basis for Estimate): _____%</b>	<b>\$</b>
<b>Total Personnel</b>	<b>\$</b>

#### 4. Additional Project Funding Sources

### Non-CDBG, non-HOME, or non-ESG Project Funds

**Identify the amount and source of non-CDBG non-HOME or non-ESG funds utilized to cover the dollar for dollar match along with the estimated total Project Cost indicated at the bottom of Column A of Project Budget Summary. Include volunteer labor and contributed material or services.**

[illegible]

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**CONFLICT OF INTEREST DISCLOSURE**

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All contractors/vendors for the City's housing and community development contracts are required to comply with Federal Regulations prohibiting conflicts of interest. The regulations concern the following groups of people.

- a) Employees, program participants, consultants, officers or elected or appointed officials of the City of Harrisburg; or
- b) Employees consultants, or officers of any firm or agency receiving funds or participating in City activities.

Please answer the following questions in order that we may determine if a conflict of interest exist:

1. Are you now, (or have you been during the preceding year) in one of the categories (a or b) described above?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is any member of your household or family now (or have they been during the preceding year) in one of the categories (a or b) described above?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Is any person with whom you or your family have a business relationship (or whom your family may have had a business relationship during the preceding year) in one of the categories (a or b) described above? (A person with whom you have a business relationship includes your employees, partners, shareholders, officers or directors, joint venturers, landlords, lenders, sellers or real estate, consultants, client or co-worker, or major equipment lessor.)  
Yes \_\_\_\_\_ No \_\_\_\_\_

(Please disclose any person(s) with whom you may have determined that a potential relationship exists) certify, under penalty of law, that all information provided is complete and true to the best of my ability, and furthermore understand that the City of Harrisburg shall use this information in confidence for making its determination of my eligibility for federally-assisted housing and community development contracts.

---

Signature

---

Contractor/Vendor/Organization

---

Name, position of person signing

---

Date

Name

Address

Relationship

City Dept.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) ELIGIBILITY REQUIREMENTS, (CHDO GUIDELINES ARE AVAILABLE).**

The information contained in this checklist refers to the definition of CHDO Subpart A, Section 92.2 of the HOME Interim Rule.

**Legal Status**

- (1) The nonprofit organization is organized under State and local laws, as evidenced by:  
\_\_\_\_\_ a Charter, or  
\_\_\_\_\_ Articles of Incorporation.
- (2) No part of its net earnings inuring to the benefit of any member, founder contributor, or individual, as evidenced by:  
\_\_\_\_\_ A Charter, or  
\_\_\_\_\_ Articles of Incorporation.
- (3) Has a tax exemption ruling from the Internal Revenue Service under Section 501 (c) of the Internal Revenue Code of 1986, as evidenced by:  
\_\_\_\_\_ a 501 (c) Certificate from the IRS.
- (4) Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced by:  
\_\_\_\_\_ a Charter, or  
\_\_\_\_\_ Articles of Incorporation.  
\_\_\_\_\_ By-laws, or  
\_\_\_\_\_ Resolutions.

**Capacity**

- (1) Conforms to 24 C.F.R. 84.21 "Standards for Financial Management Systems", as evidenced  
\_\_\_\_\_ a notarized statement by the president, financial officer of the organization;  
\_\_\_\_\_ a certification from a Certified Public Accountant, or  
\_\_\_\_\_ a HUD approved audit summary.
- (2) Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:  
\_\_\_\_\_ resumes and/or statements that describe the experience of accomplished staff members who have successfully completed projects similar to those to be assisted with HOME funds, or  
\_\_\_\_\_ contract(s) with a consultant firm(s) or individual(s), who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff members of the organization.

- (3) Has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by:

\_\_\_\_\_ A statement that documents at least one year of experience in serving the community, or

\_\_\_\_\_ for a newly created organization formed by local churches, service, or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

- (4) The CHDO, or its parent organization must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as, but not limited to: (1) developing new housing, rehabilitating existing stock or managing housing stock and; (2) developing delivery mechanisms for essential services that have lasting benefits for the community, such as housing counseling services, or childcare facilities. The statement must be signed by the president of the organization or by a HUD approved representative.

#### Organizational Structure

- (1) Maintains at least one-third of its governing membership for residents or low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations, as evidenced by the organization's:

\_\_\_\_\_ By-laws,  
\_\_\_\_\_ Charter, or  
\_\_\_\_\_ Articles of Incorporation.

Under the HOME program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the entire state), provided that the governing board contains low-income residents from each county of the multi-county area. Also see "neighborhood" definition at 24 CFR 92.2

- (2) Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development and management of affordable housing projects as evidenced by the organization's:

\_\_\_\_\_ By-laws,  
\_\_\_\_\_ Resolutions, or  
\_\_\_\_\_ a written statement of operating procedures approved by the governing body.

- (3) A CHDO can be chartered by a State or local government; however, the State or local government may not appoint more than one-third of the membership of the organization's governing body and no more than one-third of the governing body board members are public officials, as evidenced by the organization's:

\_\_\_\_\_ By-laws,  
\_\_\_\_\_ Charter, or  
\_\_\_\_\_ Articles of Incorporation.

- (4) If the CHDO is sponsored or created by a for-profit entity, the for profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not appoint the remaining two-thirds of the CHDO board members, is evidenced by the CHDO's:

\_\_\_\_\_ By-laws,  
\_\_\_\_\_ Charter, or  
\_\_\_\_\_ Articles of Incorporation.

**Relationship With For-Profit Entities - Not Applicable**

- (1) Is not controlled by, nor under the direction of individual or entities seeking to serve profit or gain from the organization, as evidenced by:

\_\_\_\_\_ the organization's By-laws, or  
\_\_\_\_\_ Memorandum of Understanding (MOU).

- (2) A CHDO may be sponsored or created by a for-profit entity, however:

- (A) the for-profit entity's primary purpose does not include the development of management of housing, such as a builder, developer, or real estate management firm, as evidenced:

\_\_\_\_\_ in its By-laws

AND;

- (B) the CHDO must be free to contract for goods and services from vendors of its own choosing, as evidenced in the CHDO's:

\_\_\_\_\_ By-laws,  
\_\_\_\_\_ Charter, or  
\_\_\_\_\_ Articles of Incorporation.

NEED STATEMENT Description of Need to be Addressed	GOAL Proposed goals to reduce problems or needs	INPUTS Resources to be utilized to meet proposed goals	ACTIVITIES What the program does with the input to fulfill its mission	OUTPUTS Direct products of program activities	OUTCOMES Benefits that result from the program
<b>EXAMPLE</b>  Homeless facility for 25 women and children. Facility is designed to move women toward self sufficiency Many have substance abuse and mental health issues. Women are helped to identify their problems through extended case management and guided direction.	The purpose of the program is to help homeless women and their children achieve permanent housing and self-sufficiency.	Staff Director Case Managers Housing Manager Overnight Coordinators  Shelter Building  Referrals  Food, clothing, maintenance and supplies  Funding Resources	Provide beds/clothing and meals  Maintain relationships with community agencies.  Provide case management, encouragement and direction to women and their children.  Continuous fund development.	25 women and children supplied with beds, meals and clothing.  25 women and children assisted and provided with unlimited staff time and personal development strategies.	All beds were filled.  All individuals were clothed and feed.  All individuals were placed with case workers and directed to referral agencies for direction and guidance.  Received 2 new funding sources.
<b>DESCRIBE METHODOLOGY FOR MEASURING OUTCOME: (You need to measure at least one outcome.)</b>					
Indicator 1 – Number of women who were placed with caseworkers and referral agencies became self-sufficient. Method: The number of women who were placed with case workers and referral agencies will e monitored by staff to see how many actually followed through with the direction that was provided to them.					

NEED STATEMENT Description of Need to be Addressed	GOAL Proposed goals to reduce problems or needs	INPUTS Resources to be utilized to meet proposed goals	ACTIVITIES What the program does with the input to fulfill its mission	OUTPUTS Direct products of program activities	OUTCOMES Benefits that result from the program
DESCRIBE METHODOLOGY FOR MEASURING OUTCOME: (You need to measure at least one outcome.)					



## PROJECT DATA SHEET

<b>Name of Project</b>		
<b>Name of Agency:</b>		
<b>Target Population: Identify the Number of Persons to be Served Annually by the Project</b>	<b>Currently Served</b>	<b>Anticipated to be Served</b>
Low Income Households (50% or less of MFI)		
Moderate Income Households (50 to 80% of MFI)		
Elderly Persons		
Persons with Disabilities		
Homeless Families and Individuals		
Special Population Groups: (identify below)		
<b>Racial Characteristics of Target Population</b>		<b>Show as Percent of Above</b>
White		
African American		
Native Hawaiian/Pacific Islander		
Native American		
<b>Ethnicity of Target Population</b>		<b>Show as Percent of Above</b>
Hispanic		
Non-Hispanic		
Total unduplicated number of persons participating in or served by the entire applicants program last year.		
Identify the geographic area to be served by the project. List the census tracts or street boundaries in space below (See target area map for census tracts)		
Will this project result in the permanent or temporary displacement of any person or business?	Yes	No
For facility projects only. Has a survey for asbestos containing material been conducted for the structure(s) to be assisted?	Yes	No
Will children under the age of 6 be expected to reside in the facility for which assistance is requested?	Yes	No
Date Facility to be assisted was built?		



## **Performance Outcome Measurement**

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one or more boxes under the following program performance categories that apply to your proposal.

### **1. Availability/Accessibility**

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low and moderate income people, including persons with disabilities.

- ☐ Enhances the living Environment through New/Improved Accessibility
- ☐ Creates Decent Housing with New/Improved Availability
- ☐ Promotes Economic Opportunity through New/Improved Accessibility

### **2. Affordability**

This category applies to proposals which provide affordability in a variety of ways in the lies of low- and moderate-income people.

- ☐ Enhances the living Environment through New/Improved Accessibility
- ☐ Creates Decent Housing with New/Improved Availability
- ☐ Promotes Economic Opportunity through New/Improved Accessibility

### **3. Sustainability**

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

- ☐ Enhances the living Environment through New/Improved Accessibility
- ☐ Creates Decent Housing with New/Improved Availability
- ☐ Promotes Economic Opportunity through New/Improved Accessibility

Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.

## **E. PERFORMANCE AND OUTCOME MEASURES**

The U.S. Department of Housing and Urban Development (HUD) requires recipients of federal funds to assess the productivity and impact of their programs. In response, the City of Harrisburg, Department of Building and Housing Development has implemented a Performance and Outcome Measurement System. The System will help quantify the effectiveness of the programs and establish clearly defined outcomes.

Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

**\*\* Note the following definitions are specific to this system as you prepare your application.**

### **Performance & Outcome Measurement System Definitions**

**Inputs:** Resources dedicated to or consumed by the program, such as money, staff, equipment, and supplies.

**Outcomes:** Benefits to participants during or after participating in the program; the *results* of that program. What will be the benefits for the client? Why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized childcare, number of homeless families receiving shelter, achieving a higher grade due to a tutorial program, etc. Include only the major project outcomes supported by the requested City funds.

**Major Activities:** Major activities to be conducted by this project (e.g., client outreach/assessment, job training, affordable childcare, information/referral, counseling/case-management).

**Outputs:** The direct and quantifiable products of program activities (e.g., number of clients assisted, number of clients who received a referral *and* were helped, number of persons trained, number of children in program).

**Outcome Measurement:** The reportable extent to which benefits to participants were received. How will you measure outcomes? What follow-up/tracking will be provided to ensure outcomes are met? How will the project's impact on participants be evaluated?